

Mail-in Renewal For Parking Permits

- General Permits
- Off-Campus Permits
- Red Permits
- Satellite Permits

Use this form to renew your NIH parking permit through the mail. Your parking permit will be mailed to you or you can pick it up. (See *Item 9 to select*.)

Any person who knowingly makes a false representation on this application may be subject to a criminal prosecution potentially resulting in a fine or imprisonment, or both, pursuant to 18 U.S.C. 1001 and to disciplinary actions, including the revocation of parking privileges, pursuant to 5 U.S.C. Chapter 75 and 5 C.F.R. Part 752.

INSTRUCTIONS—

- (1) Complete all items on this form. **INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED.**
- (2) Send the form to the Employee Transportation Services Office (ETSO), **Building 31, Room B3B04.**

1. Employee's Name (*Last, First, Middle Initial*)

2. Institute or Center

3. Work Address (*building and room*)

4. Work Phone Number

5. NIH Identification Number

6. Home Address: *Street address*

Apartment No. (if any)

City

State

Zip Code

7. Vehicle Information (*for up to three vehicles*)

Year

Make

License Plate Number

State

1

2

3

8. Type of Permit You Are Applying For (*check one*)

General

Off-Campus Employee

Red Permit

Satellite — *Must be an active member of the NIH TRANSHARE program. Check one —*

Shady Grove

New Carrollton

9. Permit to be Obtained (*check one*) —

I will pick up the permit at the ETSO, Building 31, Room B3B04.

Please mail the permit to my home address (*in item 6 above*).

Please allow five business days to process your request. To find out the status of your request, please call 6-5050.

10. Signature

11. Date

12. Privacy Act Statement

41 Section 101-20.104 of the Code of Federal Regulations authorizes collection of this information. The primary use of this information is by the NIH Parking Office in issuing NIH Parking Permits, but may also be used in determining allocation of NIH parking facilities. Additional disclosures of the information may be to: operating officials in carrying out their parking and transportation

responsibilities at NIH; and to a Federal, State or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law. Furnishing the information on this form is voluntary; however, failure to provide the information requested will result in disapproval of the request.

13. For Parking Office Use Only

Processed by	Date	Permit No.	Expiration date	<input type="checkbox"/> Permit mailed to home address
				<input type="checkbox"/> Permit placed in pick-up box